

DISCRETIONARY PERMIT APPLICATION

OC Planning



714.667.8888



714.834.4772



www.ocplanning.net



ocpCustomerCare@ocpw.ocgov.com





Discretionary / Planning Application Permits

County of Orange

INSTRUCTIONS FOR PREPARING APPLICATIONS

Introduction:

Certain land use and development proposals require discretionary review and approval by the Planning Director, or with public hearings by the Zoning Administrator, Planning Commission, or Board of Supervisors.

The following General Instructions are for preparing and submitting applications for discretionary permits as described in the County's Zoning Code sections 7-9-150. These instructions may be modified on a case-by case basis. When the application is ready to be submitted, the owner or designated agent shall bring all the application forms and exhibits described below into the County's Development Processing Counter (DPC) and ask for a planner. The DPC is located at 300 N. Flower Street, Santa Ana. Operating hours are Monday through Friday 7:30 a.m. to 3:30 p.m.

Planners are available to in our Development Processing Center (Planning/Zoning Counter) to assist you with these instructions. Please call the OC Planning Information line at (714) 667-8888 to schedule an appointment to discuss specific issues that may apply to your project. In addition, if you feel that your project may require additional information or instructions you may request a pre-filing meeting with OC Planning staff.

The owner or agent/applicant shall prepare and submit the required exhibits listed in the following Submittal Package. A one page Planning Application Submittal Requirements Checklist is also included as part of this instruction package. (See Exhibit A). Depending on the nature and uniqueness of the proposal, the County may request additional information that will facilitate a final determination.

Processing Fee / Deposits:

A deposit must be paid with each application and maintained at a level to cover all costs relevant to this project. The deposit amounts and hourly rates are identified in the Current Fee Ordinance adopted by the Orange County Board of Supervisors. Costs are charged to this account based upon actual time spent on the project by department staff. Failure to maintain an adequate deposit will result in the stoppage of work. The County does not extend credit to anyone. When your deposit balance gets low, a letter or email will be generated asking that an additional deposit be made. We encourage a prompt response to avoid work having to stop. When a project has been deemed approved and or closed/complete, any deposits remaining in excess will be refunded to the legally entitled party.



Basic Submittal Package

County of Orange

Initial submittals shall include fifteen (15) complete sets (one set must include a reduced size set of plans) of the submittal package including all the items described below, along with the required deposit. The submittal will be assigned to a Site Planner within 2 days of submittal date. The assigned Site Planner will become the Project Manager. The assigned Site Planner will work with the owners or designated contacts to guide the project along to its completion. The owner or contact will be notified via letter or e-mail of who their assigned project manager will be. This correspondence will also include contact information and further instructions if necessary.

1. Planning Application Submittal Information Form

The Planning Application Information Form is used to gather all information utilized to process the submittal for Application Initiation (Planning Application Submittal Information Form – Attachment 1). The Planning Application Submittal Information Form is to be signed by the owner. Please note that by signing this form the owner/applicant only initiates application package review process and does not constitute a formal acceptance of a “filed” application by the County. If the owner is represented by an agent then an Agent Authorization letter is required. (See No. 2 below)

2. Agent Authorization Letter (If applicable)

The purpose of this letter is for the owner to designate a legal agent as a representative in all matters regarding the processing of the discretionary permit. This letter must be notarized. (Agent Authorization Letter - Attachment 2)

3. Letter of Project Proposal and Scope of Work

Letter signed by the owner or agent should clearly describes the entire project proposal and scope of work consistent with the submitted plans submitted. The letter should also identify the existing site conditions and provide the justification for any deviations from the site development standards or zoning governing the subject site. (Sample Letter – Attachment 3)

The letter should include and identify the following information:

- Project name
- Property owner
- Project location (address/legal description/assessor parcel numbers), property owner
- Project proposal/scope of work (including primary and accessory buildings, structures and/or outdoor uses)
- Existing site conditions and existing uses (including prior and accessory buildings. Structures and/or outdoor uses)
- Justification for proposed Use in reference to Zoning Code section 7-9-150.3(e):
 - **Zoning** – discuss consistency with the stated Purpose and Intent of the Zoning District governing the property.
 - **Site Development Standards** – discuss consistency with each and all Site Development Standards of the District.

- **Compatibility** – Discuss how the location, size, design, and operating characteristics of the proposed use will not create conditions or situations that may be incompatible with other permitted used in the vicinity.
- **General Welfare** – Discuss how the approval of the application will not result in conditions or circumstances contrary to the public health and safety and the general welfare.
- If a Variance is requested identify:
 - **Special Circumstances** – Discuss those special circumstances applicable to the subject building site which, when applicable zoning regulations are strictly applied, deprive the subject building site of privileges enjoyed by other properties in the vicinity and subject to the same zoning regulations.
 - **No Special Privileges** – Discuss how the approval of the application will not constitute a grant of special privileges which are inconsistent with the limitations placed upon other properties in the vicinity and subject to the same zoning regulations.

4. Plans

Plans submitted to include a plot plan/site plan, architectural drawings (floor plans and elevations) and landscape plans. For projects that involve grading, submittal of a conceptual grading plan is also included. All plans, legal descriptions, and other documents, must be submitted on sheets not less than 8.5" by 11" in size. Plans must be of professional quality and easily readable. If plans are not easily readable they will not be accepted for filing. Large plans shall be folded to a size not larger than 8.5" by 14" and assembled and stapled in sets prior to acceptance. The plans should be stapled in the following order Plot/Site, Floor Plans, Elevations, Grading, Landscaping, and other. (See folding instructions - Attachment 4a).

All plans are to include all of the following:

- **North Arrow** - Orientation of the project site should show true north.
- **Scale of Drawings** – Provide the scale of all plans and details on each sheet.
- **Legend** – Provide a legend that identifies all lines shown on plans.
- **Title Block** – Name and address of property owner of record and name of agent/contact, date of preparation. Project location information (ie. APN/ Tract and Lot).
- **Plot Plan/Site Plan to include:**
 - **Vicinity Map** – Located on the title sheet of the site plan (use a scale of approximately 4" to 1 mile).
 - **Property Lines** – Include all building site dimensions and ownership boundaries.
 - **Ultimate street right-of-way lines** - Including name, location, size and distance from property lines, and location of sidewalks, curb and gutter, and edge of pavement, public or private.
 - **Easements** – Including location, purpose, and dimensions. (i.e. Flood Plain, Utilities, Ingress/Egress, Open Space Conservation/Scenic, etc.).
 - **Utilities** - Identify all utilities public and private, including but not limited to, sewer/septic, water, electric, street lights/vaults, fire hydrants and storm drains.
 - **Building footprints and rooflines**- location and use of all existing and proposed structures and landscape areas, including size, dimensions and distances to property lines.
 - **Access** – Including driveways, existing and proposed.

- **Parking Areas** - Covered and uncovered including interior clearance and back up areas.
- Tabulation of required and proposed parking numbers where applicable.
- **Fencing and Walls** – Include retaining walls, existing and proposed, with heights from grade inside and outside at all turning points and the center points of all straight sections.
- **Setbacks**- Include all setbacks to all structures existing and proposed from property lines and easement lines. Also include distances between all buildings and structures.
- **Adjacent Lots**- plot plans of adjacent lots that include addresses, existing uses and building footprint with the distances from all property lines.
- **Floor Plans and Elevations to include:**
 - **Floor Plans** – Include dimensions and size for purposes of uses for all existing and proposed spaces within floor plan (i.e. living room, bedroom, storage, kitchen etc.).
 - **Elevations** – Include north/south/east/and west (front/ side/rear) elevations drawn to scale and dimensions for height of structure. Include height envelope as per Height Limit Measurement of the OC Zoning Code. (Height Limit Measurement - Attachment 4b).
 - **Fences and Walls** – Include location of retaining walls, property line walls, pilasters, fences, and gates. Identify existing and proposed heights and construction materials.
 - **Conceptual Grading Plans (if required) to include:**
 - **Topographic Data** - Include contours for existing and proposed grades.
 - **Geological Conditions** – Identify any known or potential geological hazards such as landslides, mud flows, rockslides etc.
 - **Cubic Yards** – Identify the total volume of earthwork for cuts, fills (including import or export), and over excavation in cubic yards.
 - **Slopes** - Identify and label all slopes of existing and proposed slopes depicting horizontal to vertical dimensions (H:V or i.e. 2:1). In particular identify any slopes greater than 30%.
 - **Driveway Grades** – Identify location and driveway grades.
 - **Drainage Devices** – Identify location and size of all drainage devices, including but not limited to culverts, area drains, v-ditches, swales, etc.
- **Conceptual Landscape Plans (if required) to include:**
 - **Plant palette** - Identify the location, size, species/type of existing and proposed landscaping.
 - **Irrigation Devices** – Identify proposed and existing irrigation systems and devices.
 - **Other Plans (if required) to include:**
 - **Signage** – Indicate location, type, height, and sign copy information.
 - **Other:** _____

5. Legal Status of Project Site

The purpose of the request for this information is to verify by official records whether or not the parcel of land upon which such subject project proposal is an established legal building site*. Be sure to identify all assessor parcel numbers and lot/parcel descriptions.

Provide evidence of the legal status of the lot/parcel(s) that are included in the project proposal by providing any of the following documents that contain that information:

- Copy of Recorded Final Tract or Parcel Map.
- Recorded Lot Line Adjustment.

- Certificate of Compliance.
- Record of Survey pursuant to an approved Division of Land.
- Deed of Conveyance with Legal description.
- Recorded Grant Deed
- Contract of Sale

*If legal building site is required for project proposal, applicant will obtain the necessary Subdivision application information prior to hearing or administrative decision of the project. (Building Site Requirements – Attachment 5).

6. Site Color Photos

The following information is to be provided in 8.5”x11” hard copy print out and in digital format:

- **2 Sets of Color Photos** – With an illustration board of the property indicating the location and direction from which each photograph was taken. (Sample Illustration Board – Attachment 6)
- **Aerial Photograph** – Provide a well defined, 8.5” by 11” color aerial photograph of the area that identifies the proposed project site and surrounding properties.

7. Environmental Information Form

All applications must be accompanied by a completed Environmental Information Form (Environmental Information Form and Instructions for Environmental Information Private projects – Attachment 7). All projects must receive an environmental determination prior to hearing or administrative decision in accordance with the California Environmental Quality Act (CEQA) of 1970.

8. Orange County Fire Authority (OCFA) Planning and Development Service Request

All applications must be accompanied by a completed OCFA Service Request Form and payment to the Orange County Fire Authority (OCFA). The OCFA Service request forms are available at the DPC Planning/Zoning Counter (triplicate form). (Sample OCFA Form- Attachment 9).

OC Planning staff will route one set of project proposal plans along with payment to OCFA. Most projects must have an OCFA review and OCFA may apply conditions of approval to the proposed project.

9. Public Notification Information:

When Public Meetings/Public Hearings are required for the project proposal, the applicant is to provide the information and mailing material needed to notify all the required parties. (Notification Map and Mailing List Instructions – Attachment 8)

Those items are as follows:

- **Notification Map & Ownership Mailing List** – Map of properties and list of property owners within 300’ of the project. If project is located within the **Coastal Zone**, provide map and list of property occupants within 100’ of the project.
- **Pre-Addressed and Stamped Envelopes** – Provide pre-addressed and stamped 4”x9” envelopes to be sent to everyone identified within the 300’ range. If project is located

within the **Coastal Zone**, provide pre-addressed and stamped 4"x9" envelopes to be sent to everyone identified within the 100' range.

- **Additional Information Required** - Projects located within **North Tustin Advisory Committee (NTAC)** require an additional set of envelopes to be provided (Equaling a total of 2 complete sets).

10. Application Acceptance Signature Requirements

Once the planning application package submittal is deemed complete, the owner/applicant will submit the required additional information, additional plans and sign the Official electronic version of the Planning Application. Note: If the owner is represented by an agent then an Agent Authorization letter is required. (See No. 2 above).



Additional Submittal Items Based on Specific Geographic Areas (i.e. Specific Plans & Planned Communities)

County of Orange

Foothill Trabuco Specific Plan

For project proposals that are located within the Foothill Trabuco Specific Plan, please comply with the Basic Submittal process listed above. In addition, please submit the following:

Site Development Standards per the FTSP – Projects that are located within a Foothill Trabuco Specific Plan area for which an Area Plan or Site Development Permit under the authority of the Specific Plan has not already been approved are required to submit the following:

- Area Plan Submittal Requirements as specified in the FTSP starting on Page III-90.
- Site Development Permit Submittal Requirements starting on Page III-93, which includes a Preliminary Grading Plan at a minimum scale of 1:100 (1:40 within the area of disturbance).
- Landscaping and Fuel Modification Plan.
- Consistency report evaluating the project's consistency with each of the regulations and guidelines and overall goals and objectives contained in the Specific Plan.

Resources Overlay Component – Applicants must provide evidence that the proposed project meets all the requirements of the Resources Overlay Component of the Foothill Trabuco Specific Plan (FTSP). The Resources Overlay Component is located on Pages II-10 through II-24 of the FTSP.

Please submit a letter accompanied by Exhibits II -3 thru II -7 (marked with the project location) that explains and demonstrates compliance with the Resources Overlay Component:

- Wildlife Corridors
- Oak Woodlands
- Streambeds
- Major Ridgelines and Major Rock Outcroppings
- Scenic Highway Setbacks

Provide analysis of those areas which are required to be dedicated for wildlife corridor purposes, oak woodland, and major ridgelines and rock outcroppings as indicated in the Plan.

EXHIBIT A

Planning Application Submittal Requirements Checklist



Planning Application

Submittal Requirements Checklist

County of Orange

The following is a list that identifies the submittal requirements for Discretionary Permit Application (i.e. Site Development permits, Use permits, Coastal Development permits, Variances etc.).

The following list is designed to be used as a one page checklist (by customers/staff) upon submittal of the application. (See “instructions for Preparing Applications for Discretionary Zoning Permits” for additional information, clarification and samples for items below).

- 1) **Application Information Form** Provided - ☐
 - 2) **Agent Authorization Letter** Provided - ☐
 - 3) **Letter of Project Proposal/Scope of Work** – To be consistent with submitted plans Provided - ☐
 - Project location **
 - Description of entire project proposal and existing site conditions
 - Justification of request for deviations from development standards
 - 4) **Plans** (To be consistent with Letter of Project Proposal) Provided - ☐
 - A. Plot Plan / Site Plan
 - B. Floor Plan / Elevations
 - C. Conceptual Grading Plan (if applicable)
 - D. Conceptual Landscaping Plan (if applicable)
 - E. Other Plans (i.e. Signage)
 - 5) **Legal Status of Project Site** Provided - ☐
 - 6) **Site Color Photos** Provided - ☐
 - 7) **Environmental Information Form** Provided - ☐
 - 8) **Orange County Fire Authority (OCFA) Planning & Development Services Service Request** Provided - ☐
 - 9) **Public Notification Information** (If applicable) Provided - ☐
 - Notification Map and Ownership Mailing List
 - Pre-Addressed, Stamped Envelopes
 - 10) **Application Acceptance signature Requirement** Provided - ☐
- ** Additional Items based on specific geographic location (i.e. Specific Plans/Planned Communities).** Provided - ☐
- Foothill Trabuco Resources Overlay Component

ZONING BASICS

FOR STAFF USE ONLY

Site Permits _____ APN Pages _____ Zoning Regulations _____ Color Aerial _____

* Including Zoning Overlay (Conventional, Planned Community, Specific Plan)

ATTACHMENT 1

Planning Application Information Form



Planning Application Submittal Information Form

County of Orange

This form is used for all discretionary permits such as Site Development Permits, Coastal Development Permits, Use Permits Variances, etc

APPLICATION #: _____

PROJECT INFORMATION

Application Type: _____ Date: _____

☐ Director ☐ Zoning Administrator ☐ Planning Commission ☐ Board of Supervisors

Project Name: _____

APN: _____

Street Address
Or Location: _____

Zoning: _____

Project Description: _____

Existing Site Conditions: _____

Previous Approvals: _____

CONTACT INFORMATION

Property Owner: _____

Project Agent _____

License _____

Mailing Address: _____

Mailing License _____

City: _____

Zip: _____

City: _____

Zip: _____

Phone #: _____

Email: _____

Phone #: _____

Email: _____

STAFF USE ONLY

Assessor's Parcel #: _____ Legal: _____ Lot Size: _____

Zoning: _____ Gen Plan: _____ Sup District: _____ Flood Plan: _____

☐ Specific Plan: _____ Zoning: _____ Coastal Zone: _____

☐ PC: _____ Zoning: _____ Sphere of Influence: _____

☐ Review Board: _____ School District: _____

CERTIFICATION

I acknowledge that:

1. There are no assurances at any time, implicitly or otherwise, regarding final staff recommendations to the decision making body about this application.
2. Major changes of the proposed project may require a new application and payment of new fees.
3. The County will charge the actual cost of the staff work on the application per the current Fee Ordinance. The costs of processing the application will be deducted from the deposit. If the deposit is reduced to a point that is insufficient to complete the future work, you will be notified to deposit additional amounts.

I hereby certify to the best of my knowledge that the information I have presented on this form and attached materials is true and correct. I also understand that additional data and information may be required prior to final action on this application. I have read and understand the contents contained in the above statements 1 through 3.

Print Name

Signature

Date

Please indicate Project "Bill to" : ☐ Project Owner ☐ Project Agent ☐ Other: _____

ATTACHMENT 2

Agent Authorized Letter



Agent Authorization and Notarization Form

County of Orange

(1) **PROPERTY OWNER OF RECORD**

(print or type and sign)

NAME _____

COMPANY NAME _____

MAILING _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

PHONE _____

FAX _____

EMAIL _____

(2) **AUTHORIZED AGENT**

(print or type)

NAME _____

COMPANY NAME _____

MAILING _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

PHONE _____

FAX _____

EMAIL _____

I am the current owner of record of the property which is subject of this application. I approve the indicated authorized agent to submit the action requested.

PROPERTY OWNER SIGNATURE: _____

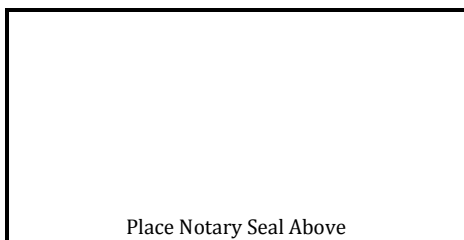
(3) **AUTHORIZATION AND NOTARIZED SIGNATURE REQUIRED IF OWNER IS APPOINTING AN AGENT:**

State of California }
County of _____ } SS.

On _____, before me, _____
Date Name and Title of Officer (e.g., "Jane Doe, Notary Public")

Personally appeared _____
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OR PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Signature of Notary Public

ATTACHMENT 3

Sample Letter



Sample Letter

County of Orange

Southland Planning Service

September 1, 2009

County of Orange, OC Public Works, OC Planning
Land Use Planning
300N. Flower
Santa Ana, CA

**RE: Letter of Project Proposal and Scope of Work:
The Smith Residence Addition and variance**

Owner: Mr. Thomas E. Smith
123 Golden Bay Drive
Sunset Beach, CA
APN: 071-254-11

The project proposes to add approximately 84 square feet to an existing garage. The proposed addition will expand the existing 2-car garage by approximately 84 square feet. The expansion will cause the garage to encroach into the front setback. The extension if 4 feet will encroach approximately 2 feet into the required 5 foot setback per the Sunset Beach Specific Plan-Sunset Beach Residential requirements.

The current, limited interior dimensions of the garage do not allow the parking and accessibility of a required accessibility equipped van as the property owner is wheel chair bound. The proposed 4 foot extension will allow the parking of the van and the movement around the van and access to the exterior of the residence through a garage door that is located in the middle of the rear garage wall.

How the proposed use is justified:

Compatibility-

The existing garage is 6 feet from the property line. The adjacent residential unit (north side) is 3 feet from property line and so are two other properties on this block. The encroachment into the front setback is inconsistent throughout this entire ocean area.

As far as size and projection, there will be no conditions or situations that are not compatible as most of this area is inconsistent to begin with. Setbacks have been variable for many years and are considered existing conditions.

General Welfare-

This proposed garage extension (addition) will in no way effect the public health and safety and the general welfare of residents, visitors or others concerned and will be unnoticed when completed.

Required justifications:

Special Circumstances-

This area and the ocean frontage of South Pacific have seen a number of variances and conditions inconsistent with the general plan and zoning regulations. Within the block the subject property alone 3 out of 6 properties are not within the required setback distance. This variance is for a 2 foot encroachment into the required 5 foot setback. This setback is within other setbacks that not only exist on this block but throughout this community. The variance request is not to obtain additional square footage or to construct a larger dwelling but to enhance a condition of sub-standard size garage to allow the parking of a vehicle.

Many other property owners are using this area now with or without a variance.

No Special Privileges-

The granting of a variance for this proposed garage extension will go unnoticed in this area-especially because the extension is under the existing second floor overhang. Other properties enjoy the same conditions and setback requirements by either "Grandfather Conditions" or by variance. This request will not change, effect or grant special conditions to an area that already enjoys the benefits of a setback modification to their property.

This request will allow a physically restricted property owner to enjoy the benefits of parking in his garage and enjoying the benefits of living in Sunset Beach. The requested change to this existing garage and the accessibility improvements the owner has made to his home will allow him to enjoy this beach setting for a very long period of time.

Sincerely,

Agent for the owner – project coordinator/designer

Joseph Barraza

Property owner and applicant

Thomas Smith

Attachment 4a

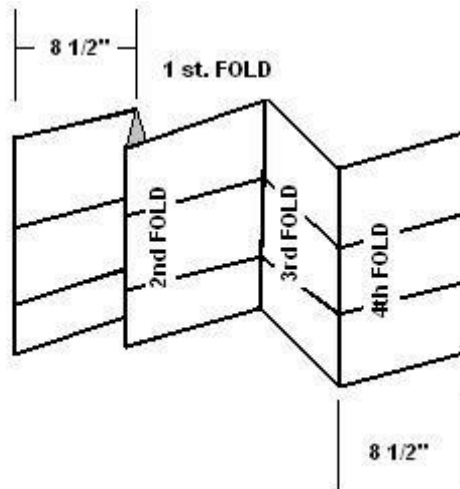
Folding Instructions



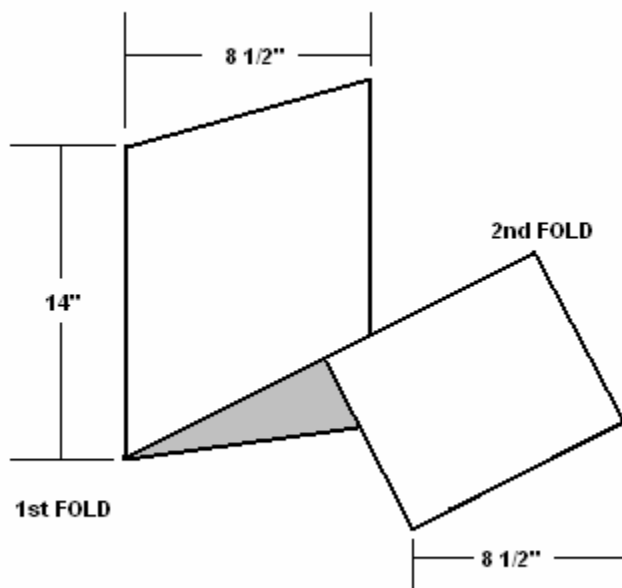
Map Folding Instructions

County of Orange

1st STEP: Fold all maps and drawings to a finished size of 8 ½" by 14". Fold from left to right with 8 ½" folds. If the size of the map or drawing exceeds equal folds of 8 ½", adjust next to last fold to allow a final fold of 8 ½".



2nd STEP: Fold from top to bottom with 14" folds, leaving the project name clearly in view.



Attachment 4b

Height Limit Measurement



Sec. 7-9-129. Height Limit Measurement

County of Orange

Sec. 7-9-129. Height Limit

All references to this section shall include sections 7-9-129.1 through 7-9-129.6. This section shall also apply to planned communities and specific plan areas unless otherwise stated.

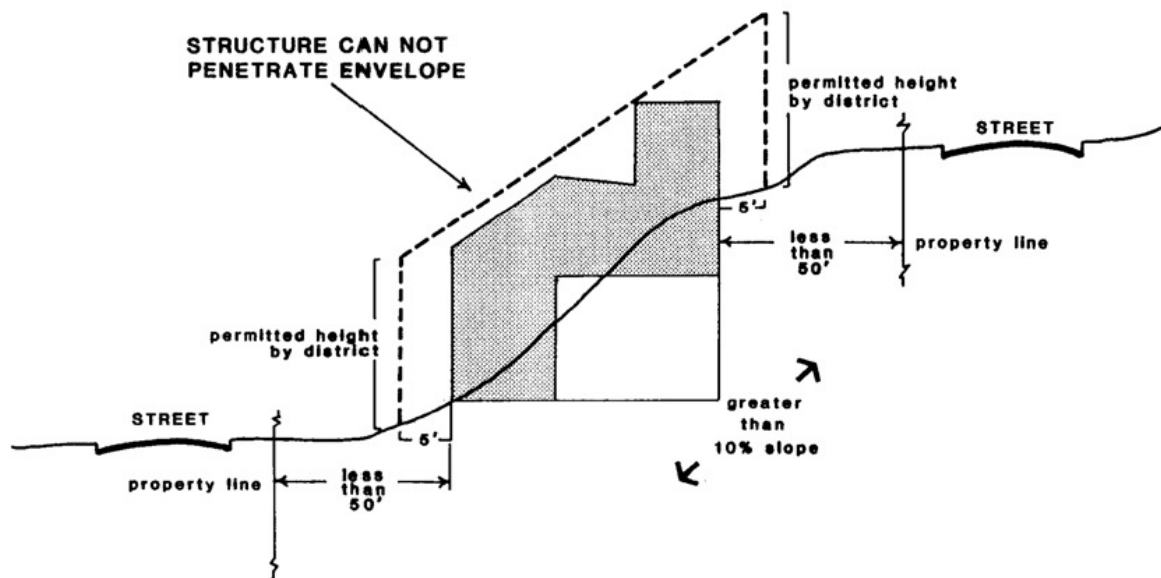
The height of any structure shall not exceed the building height limits specified in the district regulations, except as otherwise specified below.

Sec. 7-9-129.1 Measurement

- (a) When a building site slopes in any direction at an average grade of more than ten (10) percent within the front fifty (50) feet of the building site, building height is the vertical distance above an inclined slope to the top of the structure, including screened mechanical and electrical fixtures. The inclined slope is established by enclosing the structure with an imaginary line five (5) feet outside of the perimeter of the structure, or at the property line if it is less than five (5) feet outside of the perimeter of the structure, or at the property line if it is less than five (5) feet from the structure, and by assuming that all ground area closer is flat. See diagram for building height.

Diagram For Building Height

Sec. 7-9-129.1(a)



ALL MEASUREMENTS FROM FINISH GRADE ELEVATION

- (b) In all situations not included within (a) above, the height is the vertical distance above the ground level of the top of the structure. This is established by enclosing the structure.

Attachment 5

Building Site Requirements



Sec. 7-9-126. Building Site Requirements

County of Orange

Sec. 7-9-126. Building Site Requirements.

No Building Permit and no Certificate of Use and Occupancy shall be issued for a building or use of land until the Director, EMA, has verified by official records that the parcel of land upon which such building or use of land is to be established is a building site.

(a) Lawful, nonconforming building sites.

(1) Any parcel of land that was established as a building site by the recordation of a final tract map, a final parcel map, a record of survey recorded pursuant to an approved division of land, a lot line adjustment, a certificate of compliance; or by a deed of conveyance or contract of sale or in any other legal manner recorded prior to May 24, 1962, and which complied with all of the requirements of all the County ordinances in effect at the time of recordation in the office of the County Recorder (or the Los Angeles County Recorder, if recorded prior to the formation of Orange County) is considered to be a building site.

(2) Building sites established by “(1)” above that are subsequently reduced in area by rights of way or easements that prohibit the surface use of property may be established as legal building sites if the Director, EMA, determines that the site will be able to provide a building envelope comparable to similar building sites in the area.

(b) Creation of building sites.

A building site may be created by the recordation of a final tract map, a final parcel map, or a lot line adjustment. The creation of any building site shall conform to the following requirements:

(1) Each building site shall be shown on the recorded document as a numbered lot or parcel.

(2) Each building site shall be of sufficient area and width to comply with the area and width requirements for the zoning district in which it is located.

(3) Each building site shall either:

a. Abut a public street, having a right of access for vehicles and pedestrians, and enjoy practical and physical access to such street, for a minimum width of twenty (20) continuous feet; or

b. Have a recorded right of access for vehicles and pedestrians for a minimum continuous width of twenty (20) feet (sixteen feet paved) via street or other vehicular accessway, and enjoy practical and physical access, from the building site to a public street

(c) Lot line adjustments.

A lot line adjustment is a discretionary action per the Subdivision Code and shall not require the approval of an area variance permit if both findings below are made:

1) The lot line adjustment is between two single-family residential properties with one or both of them developed.

2) The lot line adjustment would serve to achieve greater consistency with the applicable setback standards.

(d) Building site area.

(1) Building site area shall be calculated by measuring the site horizontally as a level plane. Rights-of-way or easements that prohibit surface use of the site, except easements for open space purposes on single-family lots, shall be excluded from the calculation. (Examples of open space easements include, but are not limited to, resource preservation and scenic easements.) The minimum building site area required by the applicable district or planning area regulations shall be undivided and relatively compact although the entire building site may be larger with diffuse parts.

(2) That portion of a panhandle or flag building site that is used for access purposes and is under forty (40) feet in width shall not be used in calculating the area.

Attachment 6

Illustration Board

Attachment 7

Environmental Information Form



Preparing Environmental Information for Private Projects

County of Orange

INSTRUCTIONS FOR APPLICANTS

This packet contains information to assist you in providing the basic information necessary for staff to evaluate the environmental impacts of your project. It contains three parts; a cover sheet, which provides an overview of the process and a description of possible environmental determinations for your project; instructions for completion of an Environmental Information Form; and the Environmental Information Form itself.

Complete and accurate information on your Environmental Information Form submittal will enable staff to process your project efficiently. If you need assistance, please contact Land Use Planning/Environmental Services at **(714) 834-2542**.

The Environmental Information Form:

The Environmental Information Form and supporting documentation provides the basic information necessary for the evaluation of your proposed project to determine its potential environmental effects. This information will be used to complete an Initial Study. Depending on the type and nature of your project, staff may request additional information/data beyond what is requested in the Environmental Information Form.

Environmental Determination:

After review of the information by the Land Use Planning Division (LUPD), a determination will be made regarding the appropriate environmental documentation for your project. The determination will fall into one of three categories:

1. If the project is found exempt from CEQA, a Notice of Exemption will be prepared by EPSD staff. The notice will be returned to the County lead division along with the environmental determination memo. The Notice of Exemption will be filed by the lead division after the project has been approved in order to establish the statute of limitations for legal challenges.
2. If the project is not exempt but no significant environmental effects are anticipated, or if impacts can be mitigated or avoided by a change in project design or operation, a Negative Declaration will be prepared and posted.
3. If there is substantial evidence that any aspect of the project may cause a significant effect on the environment, the Planning and Development Services Department will prepare an EIR, or use a previously prepared EIR (if it adequately addresses the current project).

Submittal of Environmental Information Form and Supporting Documentation:

Environmental Information for public projects should be submitted directly to the:

Development Processing Center
300 N. Flower Street, Room 122,
Santa Ana, CA 92703



Instructions for Completing the Environmental Information Form

County of Orange

1. PROJECT TITLE

Provide the project name and file or case number.

2. PROJECT LOCATION

Describe the location of the project. Indicate the nearest major intersection or access point, the name of the community in which the project is located, and any other information that will allow easy identification of the project location.

3. PROJECT DESCRIPTION

Accurately and completely describe the nature of the proposed project. Indicate the size of the project, the area of influence, the reasons for proposing the project at this time, the anticipated schedule and any other features, that you feel, are necessary to describe the project. List any features of the project, which will reduce or eliminate potential adverse environmental effects.

4. EXISTING ENVIRONMENTAL CONDITIONS

Describe the existing environmental conditions on the project site. This description should include the following information (to the best of your knowledge):

- a. **Earth:** Topography, slope, aspect, presence of geologic hazards, general soil types, etc.
- b. **Water:** Drainage patterns, stream locations, flood hazards, ground water.
- c. **Biological Resources:** Types of vegetation on site, animals known to frequent the site, approximate number and kind of trees and/or sensitive species on the site.
- d. **Land Use:** Land uses on the project site and surrounding land.
- e. **Hazards:** Environmental hazards known or suspected (e.g., previous waste disposal site, etc.).
- f. **Cultural/Historical/Paleo/Archaeo Resources:** Any known or potential resources that are present on or near the site.
- g. **Traffic:** Amount of traffic generated by the proposed project.

5. ITEMIZATION OF ATTACHED SUPPORTING DATA

List all supporting documents or exhibits submitted with the project. The following attachments must be included for all site-specific construction or development projects:

- a. **Location:** Map with the project site outlined (1":2000' USGS base map or similar).
- b. **Plot Plan:** The proposed site plan layout for the project. Please provide 8 ½ x 11 or 11 x 17 size graphics to be included with the environmental documentation.
- c. **Photographs:** At least six (6) photographs of the project site mounted on 8½ x 11 cardboard stocks, and a key showing the directions and location from which the photographs were taken.

In addition to the items listed above, the following additional exhibits must be provided based on the project types listed.

- a. **Private-Initiated General Plan Amendments/Zone Changes/Specific Plans (site specific)**

- Existing General Plan/Zoning maps for site and surrounding area.
- Existing Land Use Map for site and surrounding area.
- Proposed General Plan/Zoning maps for site and surrounding area.
- Existing and proposed topographic maps of project area.
- The following special studies as applicable: Traffic Report, Geotechnical report, Grading plans, Hydrologic study, Biological Study, Noise Study.
- Text of proposed revisions to regulations using underline and strike through notation to indicate additions and deletions.

a 1. Site Development Permits/Use Permits/Coastal Development Permits/Area Plans

- Existing, approved and proposed surrounding land use maps.
- Traffic study (if applicable).
- Geotechnical report (if applicable).
- Grading plan (if applicable).
- Hydrologic study (if applicable).
- Biological Study (for projects in Coto de Caza and other sites within the Central Coastal and Southern Sub-Region Natural Community Conservation Plan areas whenever applicable).

- b. Other Projects:** If a proposed project does not fall into the categories listed above, consult with Environmental Planning Services Division staff **(714) 834-2542** to determine appropriate supplemental documents.

Other technical information such as archaeological, paleontological, or biological surveys; foundation/soil reports; percolation test reports; noise studies or traffic analyses may be necessary in some cases. If such reports are needed in order to complete the CEQA documentation, you will be notified by Environmental Planning Services Division Project Manager. If any such reports have already been prepared, please include copies with your submittal.

6. PREVIOUS COUNTY ACTION(S) AND/OR ENVIRONMENTAL DOCUMENTATION

Please list any previous actions relative to the property and any previous environmental documentation covering the project.

7. GOVERNMENT APPROVAL(S) REQUIRED

Please indicate other approvals now or in the future that will be necessary to implement your project (e.g., Planning Commission, Board of Supervisors, Army Corps of Engineers). If federal or state funds are involved in the project indicate the funding source. If a General Plan consistency (65402) determination from any non-County agency is necessary, indicate which agency or city is involved. If state approval of any phase of the project is necessary please explain.

8. CONTACT PERSON(S)

Please give the name, telephone number, e-mail address, of the person most knowledgeable about the proposed project.

ADDITIONAL INFORMATION FOR SPECIAL PROJECTS

A. Construction and/or Development Projects, identify:

1. Grading quantities cut and fill yardage, slope height and ratio.
2. Alterations to natural drainage patterns that may occur.
3. Erosion control methods that may be used.

4. Whether clearing or vegetation control, or use of herbicides, defoliants, bulldozing, burning, or cutting will be required.
5. Trees or other significant vegetation that may be removed by type, size, and quantity.
6. Measures to be utilized to control dust.
7. Any noisy construction methods that may be used (e.g., pile drivers, jackhammers, or blasting).
8. Measures that will be used to minimize vehicular and pedestrian traffic disruption and protect the public from construction hazards.
9. Landscaping, if any, that will be provided.
10. Measures that will buffer adjacent land uses from adverse impacts.

B. Acquisition projects, please identify:

1. Any property that may be condemned or persons relocated as a result of the project.
2. Ultimate use of the site.



Environmental Information

County of Orange

PROJECT TITLE : _____

PROJECT LOCATION

Address: _____

City: _____ Zip: _____

PROJECT DESCRIPTION:

EXISTING ENVIRONMENTAL CONDITIONS:

ITEMIZATION OF ATTACHED SUPPORT DATA:

PREVIOUS COUNTY ACTION(S) AND/OR ENVIRONMENTAL DOCUMENTATION :

GOVERNMENT APPROVALS REQUIRED:

Contact Person(s): _____ Phone Number: _____

DECLARATION

I hereby declare that the statements furnished above, including any attached hereto, represent all information required for this initial evaluation. Said statements, together with any exhibits attached hereto, are true and correct. I hereby agree to pay all required fees for work performed by the County in processing, reviewing, and analyzing the necessary environmental documentation in accordance with adopted County Procedures.

SIGNATURE

DATE

Attachment 8

Orange County Fire Authority (OCFA) Planning and Development Service Request Sample Form

Attachment 9

Notification Map and Mailing List Instructions



Notification Map / Mailing List

Instructions

County of Orange

The owner or agent is responsible for complying with the following requirements. Many title companies and other vendors will accomplish this for a fee (see Yellow Pages).

A. Preparation of the Notification Map.

1. Obtain the Assessor's Parcel (AP) number(s) from the Assessor or tax bill for the property concerned.
2. Locate the subject parcel on the proper page of the Assessor's Parcel (AP) map books in Building 12, 400 Civic Center Drive West, Santa Ana.
3. With the scale shown on the AP map, measure 300' from all of the exterior boundaries of the subject map to determine the AP book pages required to prepare a notification map. Draw the 300' line on all AP pages. **NOTE:** If the application is for a Coastal Development Permit, an additional occupant map with a 100' radius will be required. See planner for details.
4. If the maps are the same scale, the most convenient method of determining the notification areas is to "cut and paste" the maps together in such a manner that the subject parcel is in the center and all parcel and their numbers with 300' are clearly shown. Some adjustments or sketching may be required when maps are of different scales.

B. Compilation of the Mailing List.

1. A mailing list is then prepared by noting the AP numbers of parcels, all or part of which are within the 300' notification area. (Include all owners of any condominium project.) The numbers are to be listed in ascending numerical order with the subject parcel number at the beginning of the list. Type the owner's name and mailing address* (including zip code) for each parcel as obtained from the Assessor's numerical parcel list.
2. You must certify to the accuracy and completeness of the list by owner or agent signature.
3. Add name and address of the applicant and agent (if any) to the end of the list.

C. Preparation of the Envelopes.

1. Each name and mailing address* from the mailing list shall be typed (or pasted) on business (4"x9") size envelope with a first class postage **stamp** for each property owner on the list. **DO NOT USE A POSTAGE METER.**
2. Only one envelope need be prepared for property owners of more than one parcel which is to be mailed to the identical address.
3. DO NOT use envelopes that have a printed return address. Return address will be stamped on enveloped by the department.

***Note:** In some areas of Orange County such as Sunset Beach and Trabuco Canyon, the Post Office will not deliver mail to a street address so a P.O. Box is required.



Property Owner List

County of Orange

Application Number: _____

Number of Notices: _____

Date Mailed: _____

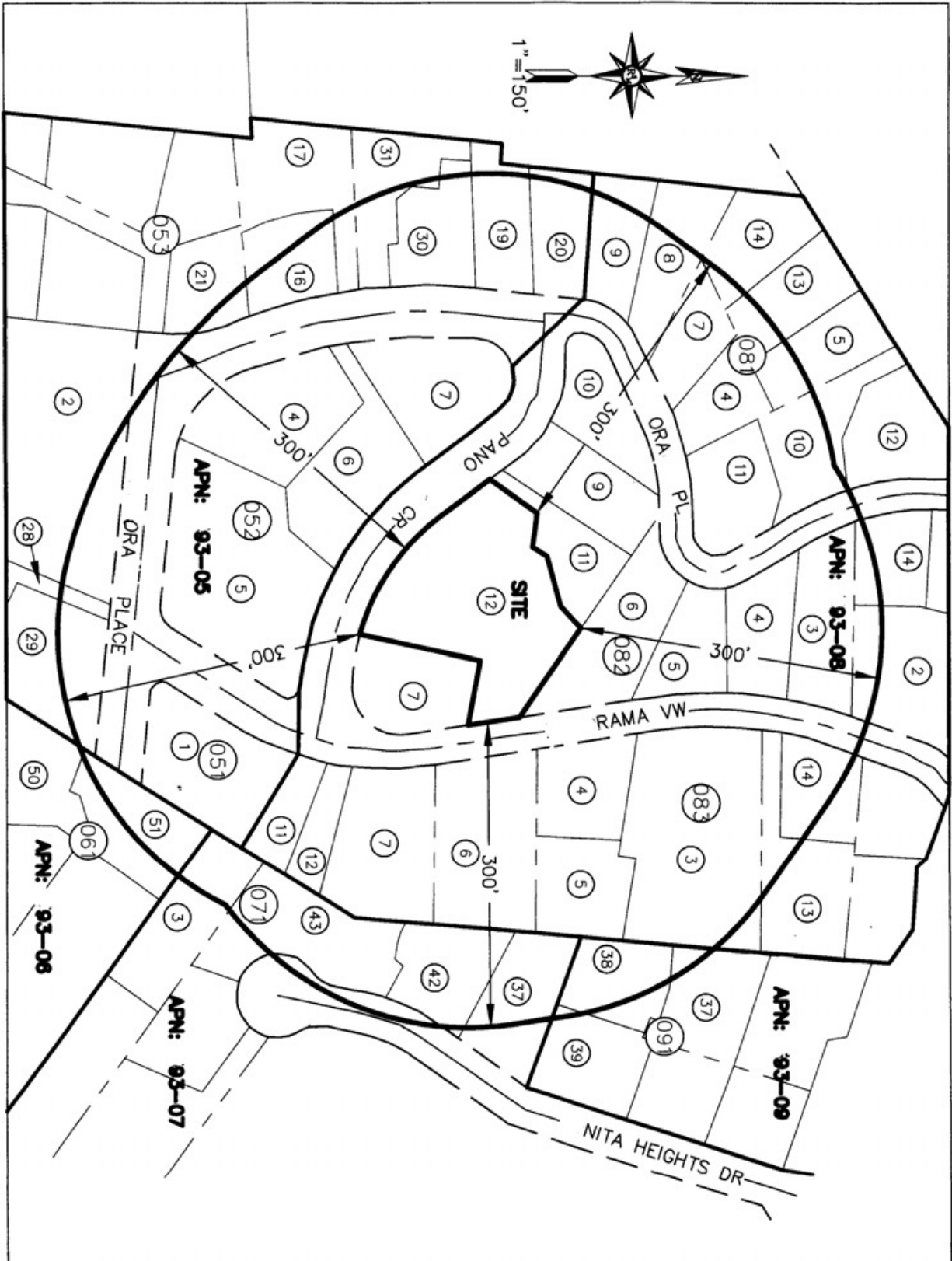
I certify that this list includes all of the persons listed on the latest adopted Orange County Tax Roll as the legal owners of all parcels of land within (300'/100') of the exterior boundaries of the attached legally described parcel of land which is the subject property of the above numbered application in accordance with Section 7-9-150 of the Zoning Code.

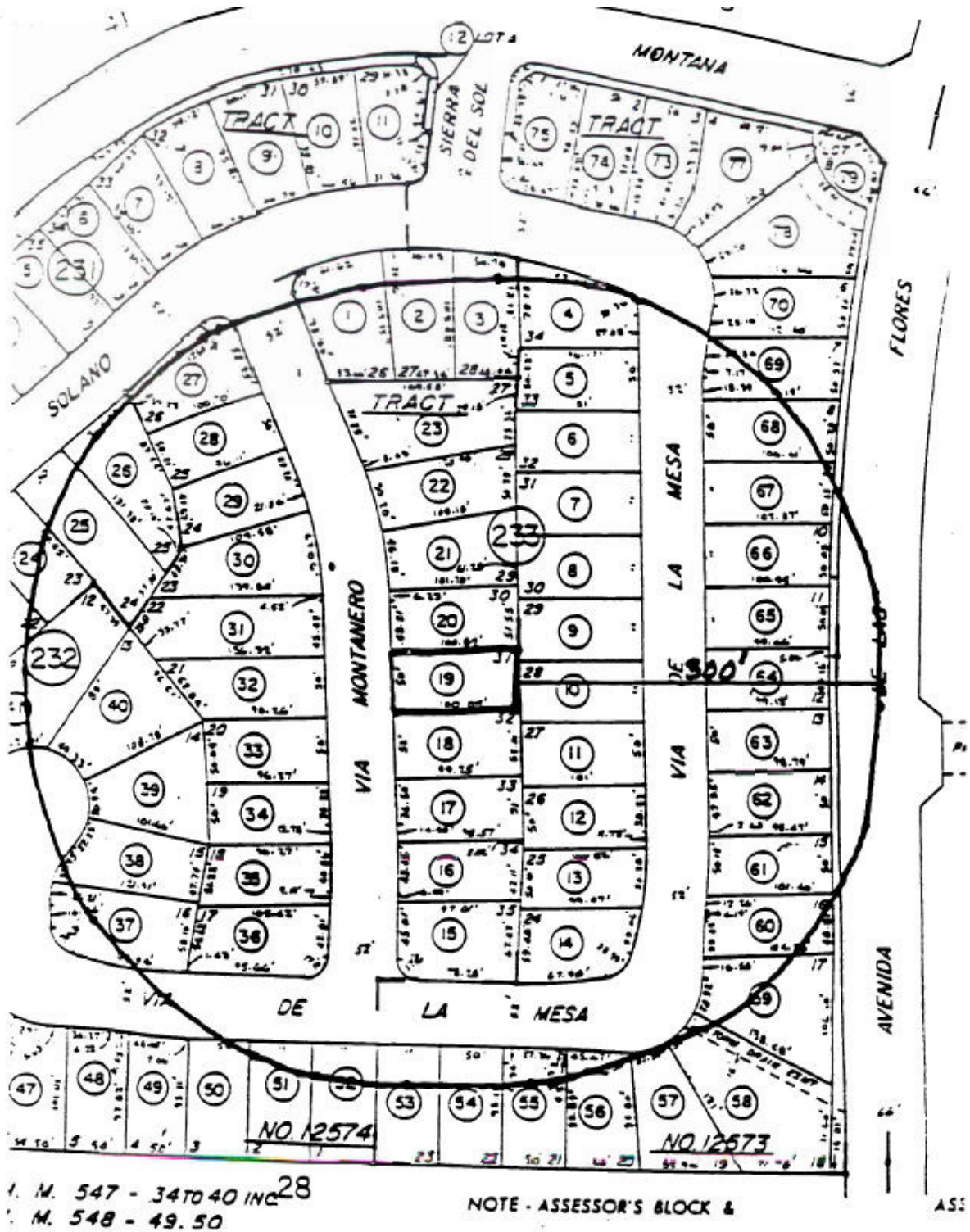
Your Name

Signature

	NAME	ADDRESS	ASSESSOR'S PARCEL NO.
SUBJECT PROPERTY	Your Name	12 Via Montanero	833-233-1
	John/Jane Doe	38 Via Solano	833-233-01
	"	40 " "	833-233-02
	"	42 " "	833-233-03
	"	3 Via De La Mesa	833-233-04
	"	5 " " " "	833-233-05
	"	7 " " " "	833-233-06
	"	9 " " " "	833-233-07
	"	11 " " " "	833-233-08
	"	13 " " " "	833-233-09
	"	15 " " " "	833-233-10
	"	17 " " " "	833-233-11
	"	19 " " " "	833-233-12
	"	21 " " " "	833-233-13
	"	23 " " " "	833-233-14

S A M P L E







Designation of Financially Responsible Party

County of Orange

As stated in the Board-approved Ordinance, the County's Planning Department operates by using a time-and-material based deposit and fee structure for plan check, inspection, and planning services. Thus, it is required that each permit or record maintained by Planning have a Financially Responsible Party (FRP) identified.

Per the County Ordinance, the FRP and the owner will receive all official communications regarding fiscal matters, including notices of low balances and additional requests for deposits and copies of permits, and will also receive any refunds, if applicable. Once the FRP is identified, a confirmation notice will be sent in which the named FRP will have 10 days to notify the County of any errors. If the designation is contested, all work on the permit(s) may be stopped until this issue is resolved.

Permit / Record # (s)

As the ☐ Applicant ☐ Owner ☐ Contractor ☐ Other (specify) _____, I designate the Financially Responsible Party to be: _____.

Contact Person/Agent of this application to be: _____.

☐ Applicant ☐ Owner ☐ Contractor ☐ Other _____

Name _____

Company / Business Name _____

Address _____

City, State, Zip _____

Phone # _____

Email Address _____

PRINT NAME

SIGNATURE

DATE

County Use Only

☐ New Application

☐ Revision to Current Application

Received by: _____

Date: _____

Role Updated in APPS: _____